

# CTR Meeting Agenda – September 10, 2010

**Meeting Facilitator:** Claude Ascolese ([cascolese@saisd.net](mailto:cascolese@saisd.net); 527-1400)

**Notes:** Audio Recording of Today's Presentations will be available next week. A copy of the Print Handouts is available in the CTR Resources section online at <http://itls.saisd.net>

1. Welcome – Marcos Zorola
2. [Student Active Directory and Email Accounts](#) – Molly Valdez
3. [Campus Web Coordinator Power Up](#) – Tonya Mills
4. [New ITLS Web Site and Resources](#) – Claude Ascolese
5. [Digital Citizenship](#) – Stephanie Correa
6. Policy Review
  - i. Disposition of Old Equipment (Rebecca Regan; [rregan@saisd.net](mailto:rregan@saisd.net))
    - [Procedures for Disposal of Computers and Related Equipment](#)
    - [Computer Equipment Disposition \(Microsoft Word Format\)](#)
  - ii. [Active Directory Installer Rights Request Form](#) (Eugene Gonzales; [egonzales@saisd.net](mailto:egonzales@saisd.net))
  - iii. [Purchasing New Hardware/Software/Web-based Services](#) (Miguel Guhlin; [mguhlin@saisd.net](mailto:mguhlin@saisd.net))
  - iv. [Connecting Non-District Equipment to the Network](#) (Arnaldo Ramirez; [aramirez@saisd.net](mailto:aramirez@saisd.net))
  - v. [Donated Computers](#) (Arnaldo Ramirez; [aramirez@saisd.net](mailto:aramirez@saisd.net))
  - vi. Web Filters and Authentication (Dago Garcia; [dgarcia@saisd.net](mailto:dgarcia@saisd.net))
  - vii. New Exchange (Eugene Gonzales; [egonzales@saisd.net](mailto:egonzales@saisd.net))
7. EasyTech Curriculum – Tonya Mills/Laura Lopez
8. [School Technology and Readiness \(STaR\) Chart](#) – Stephanie Correa
9. [GATS General Reminders](#) – Stephanie Correa
10. [Technology Integration Lead Teacher \(TILT\) Program](#) – Molly Valdez
11. Get A... – Tonya Mills
  - o [Moodle](#) or [Wiki](#)
12. [Lesson Connection](#) – Sue Harris
13. Spotlight, 'Making it Happen' – Sue Harris
14. 2010-2011 Planning – Miguel Guhlin

# San Antonio Independent School District

1702 N. Alamo Street • San Antonio, Texas 78215-1201

Telephone (210) 244-2900 • Fax (210) 354-3158

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*Technology & Management Information Systems*

TO: Campus Principals and Curriculum & Instruction Senior Coordinators

FROM: Marcos Mateo Zorola, Chief Information Officer

<b>ACTION REQUIRED</b>
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SUBJECT: **SAISD's Student Active Directory and Student Email Initiative**

DATE: August 30, 2010

San Antonio ISD has a mission to graduate all students and prepare them for success in higher education. In keeping with this mission, the District has created electronic communication systems in order to enhance the learning process for every student.

This year, the Technology Department is proud to announce that all students – K-12 – will have their own 1) Active Directory login to the network and 2) SAISD provided email account. These student accounts are to be used for educational purposes only. Note that the associated email account will be filtered to comply with the Children's Internet Protection Act (CIPA).

Implications for students and their teachers:

- Students will use their unique Active Directory (AD) login to access the Internet instead of the generic "student####" where "####" is the campus number with a password of SAISD. These accounts will be phased out during the 2010-2011 school year.
- Once student email accounts have been activated, students will be able to access their emails by logging into: <http://stumail.saisd.net/>. Their classroom teacher will provide their username and password to them.
- Grade K-8 Teachers will need to activate student email only after the student has completed Digital Citizenship Certification (more below).
- Grade 9-12 student email accounts are already active.

## Digital Citizenship Certification

As a result of a federal mandate, school districts have to certify what their staff and students have learned about Digital Citizenship. Part of the San Antonio ISD District Technology Plan calls for technology-based professional learning campus personnel. One of these professional learning opportunities--mandated by the federal government in its requirements for public school districts to receive eRate funding--is to learn more about Digital Citizenship and Appropriate Email Use.

Digital citizenship and appropriate email use are important performance indicators in the state mandated technology applications TEKS (TA:TEKS), No Child Left Behind (NCLB) and the International Society for Technology in Education (ISTE) National Education Technology Standards for Students, Teachers, and Administrators. To meet the eRate requirements necessary, the Office of Instructional Technology & Learning Services (ITLS) has updated the District's Digital Citizenship web site which incorporates rich lessons and video tutorials for both teachers and students.

Every classroom teacher is expected to share with students the appropriate use guidelines for email use located on the District Digital Citizenship website. To achieve our District goals this

school year, as mandated by eRate funding requirements, the attached schedule has been put in place.

## TIMELINE

Timeline	Component	Description
<b>August 23 – September 14</b>	<i>Students are given their Active Directory accounts</i>	<ul style="list-style-type: none"> <li>Teachers log into the Student Account Manager (SAM) at <a href="http://csfms.saisd.net/">http://csfms.saisd.net/</a> using their MS Outlook account information</li> <li>Teachers will provide students their Active Directory username (auto-generated based on their name) and password (student ID#).</li> <li>Students use this unique login on all District computers and systems.</li> </ul>
<b>August 23 – November 19</b>	<i>Digital Citizenship Website</i>	<ul style="list-style-type: none"> <li>All educators will visit the District's website and be familiar with the District's Acceptable Use Policy and email guidelines.</li> </ul> <p>Web Site address is <a href="http://itls.saisd.net">http://itls.saisd.net</a> and then click on <a href="#">Digital Citizenship</a></p>
<b>August 23 - December 17</b>	<i>Creating Responsible Digital Citizens</i>	<ul style="list-style-type: none"> <li>All <b>San Antonio ISD students</b> will have a four-month window to be provided two lessons on digital citizenship and email with the use of CyberSmart curriculum</li> <li>After <b>San Antonio ISD students</b> are certified in Digital Citizenship, elementary and middle school teachers should activate students email accounts by logging into the Student Account Manager (SAM) at <a href="http://csfms.saisd.net/">http://csfms.saisd.net/</a>.</li> <li>Students certified in Digital Citizenship will be able to access their student email at <a href="http://stumail.saisd.net/">http://stumail.saisd.net/</a></li> </ul>
	<i>ePath Digital Citizenship Course</i>	<ul style="list-style-type: none"> <li>All <b>educators</b>, including district, as well as campus, teachers, and administrators, in San Antonio ISD will have a four-month window to view a series of lessons on digital citizenship and email to be followed by a thirteen question assessment. The 100% online, self-paced course is <i>now available</i> online. The online course and assessment take an average of 20 minutes to complete.</li> </ul>
	<i>Digital Citizenship Campus Certification</i>	<ul style="list-style-type: none"> <li>All <b>principals</b> in San Antonio ISD will be responsible for submitting a Digital Citizenship Certification form indicating the completion of two digital citizenship lessons.</li> </ul>

### WHO IS THE TARGET AUDIENCE FOR THE EPATH CYBERSAFETY COURSE?

Please discuss this information and the options available with your campus and/or district professional staff under your supervision. At the campus level, this includes any and/or all of the following staff: Principal, Assistant Principals, Vice Principals, Campus Instructional Coordinators, Classroom Teachers (including Physical Education, Special Education), Counselors, Teacher-Librarians/Media Specialists.

At the District level, this includes Curriculum & Instruction Senior Coordinators and their teacher specialist teams, as well as Instructional Technology & Learning Services (ITLS) professional staff.

## **IS THE EPATH CYBERSAFETY COURSE NOW AVAILABLE?**

Yes, the ePath CyberSafety Course is now available and can be completed at any time, from home and/or work. For campus-based staff, here are some suggestions to smooth completion of the 20-minute online course; you are urged to put the following suggestions into practice:

- Avoid waiting until the deadline to have staff complete the ePath Digital Citizenship Course with its included assessment. As principal, you are able to review your campus staff's professional learning transcript in ePath.
- The administration window for the Digital Citizenship Course is August 23, 2010 through December 17th, 2010 and is available online via ePath.
- Administer the 20 minutes course during Faculty Meeting time. Each professional instructional staff member should complete it individually.
- Since this Digital Citizenship Course only takes 20 minutes to complete, and requires a computer per teacher, consider using computer stations in your computer lab(s) and library. The Digital Citizenship Course can also be taken from any computer—on or off campus—with high-speed Internet access.
- Encourage those uncomfortable with using technology to pair up with staff that are more comfortable. While each will take the course individually, they can also lend a helping hand.
- The assessment located at the end of the course as many times as needed until a passing grade is achieved.
- It is important to note that this Digital Citizenship Course may not be used for PDAS appraisal purposes.
- Rely on campus technology representatives to facilitate all professional instructional staff to take the online course.

Should you have any questions, please contact Miguel Guhlin in the Office of Instructional Technology Services at 527-1400.



## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

C- Business and Support Services	C36
Page 1 of 2	Attachment(s): 1
December 15, 2007	

### DISPOSAL AND/OR TRANSFER OF COMPUTERS AND RELATED EQUIPMENT

Computer equipment, including but not limited to personal computers, laptop computers and printers, sometimes are in excess to the needs of the owning department/campus. This procedure outlines responsibilities to assure District compliance with federal and state laws and board policy related to the proper disposal, recycle or transfer of surplus computer equipment for environmental, safety and security purposes. This procedure applies to all SAISD computers, printers and computer peripherals.

#### DISPOSAL OF EQUIPMENT

Campuses and departments **ONLY** need to fill out the *Disposal and Transfer of Computer Equipment* [FORM C36-A] to dispose of computers and related equipment. Campuses and departments do not need to complete an INV-1 Transfer form for the disposal of computers and related equipment.

All other items that campuses and departments dispose of to include but not limited to, televisions, desks, cabinets and furniture-related equipment will need to complete and submit the INV-1 Transfer forms for the Plant Services Department to process and for the Fixed Assets Department to remove from your campus/department inventory.

#### DISPOSAL OF EQUIPMENT RESPONSIBILITIES

- A campus/department that has excess equipment on its inventory will be responsible for completing the *Disposal and Transfer of Computer Equipment* form [FORM C36-A].
- Computer equipment for disposal must have a Fixed Asset Tag Number affixed to the equipment, with the exception of mice, keyboards, UPS back-up units and other peripherals. If the campus/department is disposing of equipment not tagged, contact the Fixed Assets Department for a tag number.
- The campus principal/department administrative supervisor must sign the *Disposal and Transfer of Computer Equipment* form [FORM C36-A].
- The campus/department submits the *Disposal and Transfer of Computer Equipment* form via the pony or fax to the Technology & Integration Department per instructions on the *Disposal and Transfer of Equipment* form [FORM C36-A].
- The Technology and Integration Department will return the *Disposal and Transfer of Computer Equipment* to the campus/department denoting approval or disapproval for the appropriate action.
- The campus/department shall fax or e-mail a copy of the approved *Disposal and Transfer of Computer Equipment* [FORM C36-A] to the Plant Services Department and enter a work order to schedule a pick-up date.

#### TRANSFER OF EQUIPMENT

A campus/department that requests to transfer equipment to another campus/department must indicate this information on the *Disposal and Transfer of Computer Equipment* document [FORM C36-A] in the second section AFTER approval has been received from the Technology and Integration Department. The transfer section on the form must be completed in order to be picked up by the Plant Services Department, after approval has been received. The releasing campus is responsible for making arrangements for the receiving campus to pick up the items if that deliver option is desired. The Fixed

Assets Department will utilize the *Disposal and Transfer of Computer Equipment* document [FORM C36-A] in place of INV-1 for items being transferred.

#### TRANSFER OF EQUIPMENT RESPONSIBILITIES

All information must be properly listed on the form to avoid processing delays. Upon the completed Disposal and Transfer of Computer Equipment document [FORM C36-A] to the Technology and Integration Department.

- a. The Assistant Superintendent of Technology and MIS/designee will determine if the assets have any useful, remaining life. For computers, the useful life will be determined in part by the current minimally acceptable configuration published on the SAISD web site.
- b. The Technology and Integration Department will identify a campus/department for the equipment to be transferred to, if the equipment has useful, remaining life. The following categories will be considered in making the disposition of all computers and related assets:
  1. Low performing schools;
  2. Schools associated with specific programs;
  3. Schools with a thorough Campus Technology Plan and a well-defined need for resources; and,
  4. Administrative locations.
- c. The releasing campus will notify the receiving campus when the computers and related assets are ready for pick up. It will be the releasing campus' responsibility to arrange for pick-up and delivery.
- d. The Plant Services Warehouse will not accept any computer equipment without previous approval from the Technology and Integration Department on the Disposal and Transfer of Computer Equipment document [FORM C-36A] for processing, disposal, transfer or recyclable items.

**Attachment: FORM 36-A: *Computer Equipment Disposition***

*See these INDEX references for related procedures: Microcomputer Maintenance; Inventory of Fixed Assets; Computer Software-Copyrighted Materials*

**References: CI (LEGAL); CI (LOCAL); CMD (LEGAL)**

**Quick Links** (*for intranet use only*)

FORM C36-A: <http://intranet/AdminProc/Forms/C36-A.pdf>

**Questions regarding this procedure should be addressed to the Technical and Integration Department; 1702 N. Alamo, Suite 200, San Antonio, TX 78210 / 210-299-1305.**



# San Antonio Independent School District

1702 North Alamo Street • San Antonio, Texas • 78215-1213

Telephone (210) 244-2900 • Fax (210) 228-3198

Technology Support Hotline (210) 244-2929, M-F, 7:30 a.m.– 4:30 p.m.

Technology Support Department

Revised: 11/8/2000

## REQUEST FOR TECHNICAL SUPPORT

Please prepare a separate form for each request. **ALL INFORMATION IS REQUIRED FOR A WORK ORDER TO BE ENTERED.**

### LOCATION INFORMATION

Requestor: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Campus Name & Number: \_\_\_\_\_

Location of System on Campus: \_\_\_\_\_  
(Room Number, Floor, etc.)

Phone Number: \_\_\_\_\_  
*List a good time to contact  
you if necessary:*

Fax Number: \_\_\_\_\_

### SYSTEM INFORMATION

SAISD Tag Number: \_\_\_\_\_

Item: \_\_\_\_\_  
(Printer, Computer, Scanner, etc.)

Manufacturer: \_\_\_\_\_  
(Macintosh, Dell, Hewlett-Packard, etc.)

Model: \_\_\_\_\_  
(Optiplex 755, D430, HP Laser jet 2015dn.)

(Circle 1 & 2)

1) Platform:      WINDOWS 2000    WINDOWS XP      IMAC

2) Disk Drive Size:      3½" HD      CDROM      DVDROM

Software Install Requested?      YES      NO

Do you have a license agreement?    YES    NO  
***You must have proof of Software License at the time of installation***

Title: \_\_\_\_\_

Media Available?      YES      NO  
(Diskettes or CD Rom)

**Give Description of your request. Please be specific:**

\_\_\_\_\_  
Signature of Principal or Department Head

\_\_\_\_\_  
Date

### For Departmental Use Only

Received: \_\_\_\_\_

Entered: \_\_\_\_\_

Work Order # Assigned: \_\_\_\_\_

Transferred to: \_\_\_\_\_



**San Antonio Independent School District**  
1702 North Alamo Street • San Antonio, Texas • 78215-1213  
Telephone (210) 299-1110 • Help Desk Fax (210) 228-3198  
Technology Support Hotline (210) 281-9090, M-F, 7:30 a.m. – 4:30 p.m.  
Network and Technical Support

**REQUEST FOR TECHNICAL SUPPORT**

*Due to the multitude of resources involved to assist in your request for technical service, please prepare a separate form for each job request. **ALL INFORMATION IS REQUIRED FOR A WORK ORDER TO BE ENTERED.** Fax this form to: 228-3198.*

**REVISED: DECEMBER 12, 2006**

LOCATION INFORMATION	Give Description of your Request. Please be specific.
Requestor: _____ Point of Contact: _____ POC E-Mail Address: _____ POC Phone Number: _____ Fax Number: _____ Who at your campus has Admin or Install Rights? _____	_____ Signature of Principal or Department Head _____ Date

**SYSTEM INFORMATION**

RM #	SAISD TAG#	ITEM (PC, LAPTOP, PRINTER)	MANUFACTURER (DELL, GATEWAY, HEWLETT- PACKARD, APPLE)	MODEL (OPTIPLEXGX620, P4, EMACG4, LASERJET8150N)	PLATFORM (W2000, WXP, OS10)	IS THIS A STUDENT , ADMIN OR TEACHER PC			DOES IT HAVE ACTIVE DIRECTORY?	SOFTWARE LICENSE AVAILABLE W/MEDIA	ITEM CONNECTED TO THE NETWORK	FOR TECHNOLOGY USE ONLY WORK ORDER # ENTERED
						S	A	T				
	1.											
	2.											
	3.											
	4.											
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	8.											
	9.											
	10.											
	11.											
	12.											
	13.											

**USE CONTINUATION SHEET IF REQUIRED**

**FOR HELP DESK/TECHNOLOGY DEPARTMENT USE ONLY**

Received:	Entered:	Work Order # Assigned:	Transferred to:
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## SYSTEM INFORMATION CONTINUE

[illegible]



## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### NETWORK CONNECTION REQUEST FORM

**Purpose:** Use this form to request authorization to connect a non-District-owned computer or other device to a District local area network (LAN).

**Processing:** Once this form is completed, forward to the Technology and Management Information Systems Department for final processing and granting of authorization. If the request is approved, the approval must be kept on file for as long as the equipment listed below is connected to the LAN as requested. You may fax this form to our Technical Support Help Desk at: 886-9478 to proceed with this process.

REQUESTOR'S INFORMATION	
Requestor's Name:	Campus:
Room Number:	Telephone:
SAISD E-mail address:	Fax:

I request authorization to attach \_\_\_\_\_ computers to the LAN at campus \_\_\_\_\_ in room \_\_\_\_\_. I am the owner of this equipment, and I have read Administrative Procedure C5 pertaining to the use of a non-district-owned computer on the SAISD network, and I fully understand my responsibilities as the owner of this (these) computer(s). I assume all responsibility for the proper use and safeguarding of the network connectivity granted to me by the District.

COMPUTERS TO BE CONNECTED TO THE LAN					
Make	Model	Serial Number	Operating System	Antivirus Software (SW)	Antivirus SW Version

Requestor Signature:	Date:
Principal or Department Head Signature:	Date:

***This Section for Technology Department Use Only***

☐ Your request is approved.

☐ Your request is disapproved for the following reason(s): \_\_\_\_\_

Technology & Management Information Systems Department Authorized Approver:	Date:
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# San Antonio Independent School District

1702 N. Alamo Street, San Antonio, Texas 78215-1213

Telephone (210) 354-3209 Fax (210) 354-3158

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## Accountability, Technology and Management Information Systems

TO: Principals

FROM: Dr. Iris Amon, Associate Superintendent

SUBJECT: Request for Active Directory Administrative Rights

DATE: October 10, 2005

**ACTION  
REQUIRED**

As SAISD continues the deployment of Microsoft's Active Directory and Systems Management Server, our department has received several requests for campus rights to perform certain computer support functions. In response to this request, our department has established a process for allowing campuses this flexibility. Campuses may submit a request for Active Directory Administrative Rights to be granted to one or two of their staff members. This user will be able to install approved software, configure printers, configure display settings and provide other miscellaneous support.

All requests must be approved by the Campus Principal before submission to our department. Requests are limited to one SAISD employee per elementary and middle school campus and two employees per high school.

The person granted these rights will be required to comply with specific guidelines outlined on the request form. Technology will monitor all administrative activity for the campus to ensure that all guidelines are being adhered to. If a campus is unable to comply with these guidelines, we will be forced to remove the administrative rights for that campus for the remainder of the school year.

If you have additional questions, please contact the SAISD Helpdesk at 281-9090 or [helpdesk@saisd.net](mailto:helpdesk@saisd.net). Instructions for submitting your requests are included on the form.



**San Antonio Independent School District**  
**Office of Network and Technical Services**  
1702 North Alamo Street, San Antonio, Texas 78215-1213  
Telephone (210) 299-1110 · Fax (210) 886-9478

**REQUEST FOR ACTIVE DIRECTORY ADMINISTRATIVE INSTALL RIGHTS**

Active Directory (AD) was implemented by the District to assist with desktop management and to limit the amount of downtime users experience due to attacks by malicious applications such as computer viruses and spy ware. The Office of Network and Technical Services will consider requests to grant one staff member administrative install rights on Active Directory workstations for the campus they support. **All original applications must be sent via pony or fax to the Office of Network and Technical Services.**

<input type="checkbox"/> <b>NEW REQUEST</b>	<input type="checkbox"/> <b>CHANGE IN STATUS</b> (You currently have AD administrator rights.) Check one: <input type="checkbox"/> Relocation – formerly at: _____ <input type="checkbox"/> Name Change. Previous Name: _____
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*Please Print*

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>
<b>Organization Number</b>	<b>Campus Name</b>	
<b>Telephone No.</b>	<b>Extension</b>	
<b>Email Address</b>		

The *staff member* must agree to the following conditions before being granted administrative install rights to Active Directory machines on their campus. Please note that the technician will be granted campus administrator install rights specific to their campus only. Principal approval is required before being considered. The Office of Network and Technical Services will grant the approval for one school year and will monitor campus activity to ensure all of the following guidelines are adhered to. Failure to adhere to the following guidelines will result in the campus losing their Active Directory administrative install rights for the rest of the school year.

**GUIDELINES**

1. All known passwords provided by the Office of Network and Technical Services are to be used by the approved technician only and will not to be shared with other school staff or students.
2. The user has agreed to abide by the Computer and Telecommunications Use and Internet Access for Employees guidelines set forth by SAISD which can be viewed at [www.saisd.net/admin/tech/policies/index.htm](http://www.saisd.net/admin/tech/policies/index.htm)
3. Account provided is for installation of software and hardware only.
4. Install only District approved software as outlined on the ITLS Product Review Process website at <http://itls.saisd.net/prc/>.
  - a. Adhere to software approval process for new software.
  - b. Uninstall software that is not District approved where identified.
5. Do not change computer settings and configuration established by the Office of Network and Technical Services
6. Tampering with the security policies and local user accounts is prohibited
7. Must attend training sessions as required by the Office of Network and Technical Services, as requested.
8. Must attend Active Directory meetings held by the Office of Network and Technical Services, as requested.
9. Must attend Image Committee meetings held by the Office of Network and Technical Services, as requested.
10. Rights will not be transferred to other campuses.
11. **Any intentional misuse of these Active Directory rights or failure to adhere to the above stated guidelines will result in immediate and possibly permanent removal of these rights.**

\_\_\_\_\_  
*Signature, Applicant*

\_\_\_\_\_  
*Signature, Campus Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

☐ **APPROVED**

FOR OFFICE OF NETWORK AND TECHNICAL SERVICES USE ONLY

**By:** \_\_\_\_\_

☐ **DISAPPROVED:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Date Received:	Date Completed:	Created By:
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## Checklist for Successful Completion of the STaR Chart (For Campus Administrators)

Use the following step-by-step checklist for successful completion of the TEA mandated Texas STaR Chart. Help on many of the following steps can be found on the Instructional Technology & Learning Services STaR Chart Website. The direct link is <http://saisd.pbworks.com/STaR-Chart>. Check off each step as it is completed:

\_\_\_\_ Know your **Campus Username**. It is a combination of the SAISD Organization code (015907) and your campus TEA code. Add your campus TEA code to the end of the following 015907 \_\_\_\_ for your campus username, for example, Arnold 015907101, Austin Academy 015907102, Baskin Academy 015907105.

\_\_\_\_ Know your **Campus Password**. This is not known to anyone locally. To secure this password, send for it using the instructions located on the ITLS STaR Chart webpage (Administrator Section). Click on the "I don't know my password" link.

\_\_\_\_ Make sure your username and password work correctly. Go to the following site and login: <http://starchart.esc12.net/login.aspx>

\_\_\_\_ Once you are logged into the campus page, select the **Teacher List** link from the four options listed between the STaR Chart page header and the Campus name.

Verify the roster of teachers and librarians to complete the STaR Chart. Only teachers and librarians are to complete this survey.

\_\_\_\_ If teachers are listed who are no longer on your campus, click the edit option at the end of their name → remove the green check from "Active teacher" on the next page → click on Update. The teacher will be removed when you are returned to the list of teachers.

\_\_\_\_ If there are new teachers to the campus who are not listed, add them to the list by entering their First and Last names in the appropriate boxes just above the roster of teachers and click on the Add Teacher button. They will be added but will need to follow a special set of instructions. Those instructions are labeled "New Teachers to SAISD or your Campus" on the ITLS STaR Chart webpage (Teacher & Librarian section).

\_\_\_\_ Provide each faculty member with their Username, found on the roster above, the login URL, <http://starchart.esc12.net/login.aspx>, and the deadline for completion, which is **Tuesday, October 26, 2010**

Also provide them with the ITLS STaR Chart webpage, <http://saisd.pbworks.com/STaR-Chart>, where helpful files can be found, as these may be of value to them, especially if they have forgotten their password.

\_\_\_\_ After the teachers are 100% complete, login as above and select the **Campus STaR Chart** link and complete it. The deadline for completion for the Campus STaR Chart is **Friday, November 5, 2010**

Begin by clicking on the **Begin** button. Read each statement and enter the appropriate response for each. The number in parenthesis is the campus average for your staff. See “Instructions for Submitting the Campus STaR Chart” on the ITLS STaR Chart webpage (Administrator section), if you need further help.



## STaR Chart Basics (For Teachers & Librarians)

**What:** School Technology and Readiness (STaR) Chart, TEA requirement.

**Why:** Assists Texas Schools in meeting and documenting the technology requirements set forth in NCLB, USAC (eRate), and the Long Range Plan for Technology.

**Who:** 100% of all classroom teachers, regardless of their disciplines, and librarians on your campus. The only people who do not complete the assessment tool are administrators, counselors, clerical and support staff.

**When:** You may begin **September 13, 2010**.

- All teachers need to complete the Teacher STaR Chart by Tuesday, **October 26, 2010**. Principals cannot finalize and submit the Campus STaR Chart until all teachers have completed their individual assessments.

**Where:** The assessment can be completed at any time, 24 hours a day, 7 days a week, from any computer with access to Internet. The link to the website is <http://starchart.esc12.net/>.

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### Keys to Success

Prior to beginning the survey, locate or obtain your Username and password.

#### Returning Teachers to the Campus

Typically, your username is your First Name dot Last Name, Example: JOHN.SMITH However, there are many John Smiths so Region 12 will assign additional numeric data to the Username. Every teacher in Texas has a unique ID. Examples might be, JOHN.SMITH, JOHN.SMITH01, JOHN.SMITH279.

*See your Campus Principal if you have forgotten your Username. Password forgotten, skip to the "Obtaining a Forgotten Password" section of this document.*

#### New Teachers to the Campus

Your Campus Principal will enter you into the STaR Chart system. Check with your Campus Principal for your Username. Your temporary password will be **password**. Upon successful login, you will be asked to update your contact information and change your password. See **"First time users must complete a profile prior to accessing the site"** section of this document.

Help is Available

# San Antonio Independent School District

1702 N. Alamo Street • San Antonio, Texas 78215-1201

Telephone (210) 244-2900 • Fax (210) 354-3158

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*Technology & Management Information Systems*

TO: Campus Principal

**ACTION  
REQUIRED**

FROM: Marcos Mateo Zorola, Chief Information Officer

SUBJECT: **STaR Chart**

DATE: September 13, 2010

As in previous years, all campuses are required to complete the Texas School Technology and Readiness (STaR) assessments. These assessments impact campus administrators, teachers and teacher-librarians. More information about the STaR Assessments will be shared during the upcoming Campus Technology Representatives (CTR) meetings taking place this school year. The assessments enable campus and district professional instructional staff to see what the expectations for Technology and Instruction are for all Texas teachers and to self-assess their progress toward meeting these expectations. Educators are then able to use the results and the expectations to plan not only for their own staff development, but also to plan for the integration of technology according to the state guidelines into their curricular area.

## **STATE-MANDATED ASSESSMENTS FOR SAISD**

The deadlines for the state-mandated assessments in SAISD are as follows:

1. Deadlines for STaR Chart completion:
  - Teacher/Librarian - Teacher STaR Chart - Due October 26
  - Principals - Campus STaR Chart - Due November 5
2. Grade 6-8 Technology Applications: TEKS (TA:TEKS) Student Pre-Assessment -  
Deadline TBA
3. NCLB Administrator Assessment - Deadline TBA

## **BACKGROUND INFORMATION**

The Texas STaR assessments are assessment tools developed around the four key areas of the Texas Long Range Plan for Technology:

- Teaching and Learning
- Educator Preparation and Development
- Leadership Administration and Instructional Support
- Infrastructure for Technology

These assessments are designed to help teachers, campuses, and districts determine their progress toward meeting the goals of the Long-Range Plan for Technology, as well as meeting the goals of the district. The assessments can assist in the measurement of the impact of state and local efforts to improve student learning through the use of technology as specified in No Child Left Behind, Title II, Part D. It can also identify needs for on-going professional development and raise awareness of research-based instructional goals.

These assessments are mandated, especially in light of the following:

- NCLB – all students must be technology literate by the end of 8th grade. *Less than 10% of SAISD 8th graders passed the assessment last year.*



- NCLB – all teachers must be technology literate
- NCLB – technology should have been fully integrated across all curriculum areas by Dec 31, 2005
- Texas SBOE has mandated that all enrichment TEKS will be taught (K-8 Technology TEKS are enrichment TEKS)
- Texas TEKS for secondary courses all have technology expectations
- SBEC now requires technology competencies of all beginning teachers

### **STAYING UP TO DATE**

Two ways to stay up to date with new state-mandated technology assessments involve 1) Updating your Campus Contacts Information at <http://bit.ly/ctr2010> to ensure you and your campus technology team are "in the loop" and 2) Designating professional instructional staff to attend the Campus Technology Representatives (CTR) meetings held periodically. The CTRs will be instrumental in the selection of schools for conducting TEA mandated assessments--including 8th grade student technology literacy, STaR Chart, and more--as well as providing ongoing dialogue regarding other initiatives such as the gradebook and attendance tracking system (GATS), online professional learning opportunities, and other initiatives. We are grateful for their input and welcome their suggestions and comments coming from schools. We believe that this continues to be a quality means of communication with schools on future technology initiatives.

Please be sure to complete the Campus Contacts Form available online at <http://bit.ly/ctr2010>, if you have not done so already, to ensure the Office of Instructional Technology has current GATS, CTR, Campus Web Coordinator and Calendar Contact information for your campus. Thank you for your attention to this important information

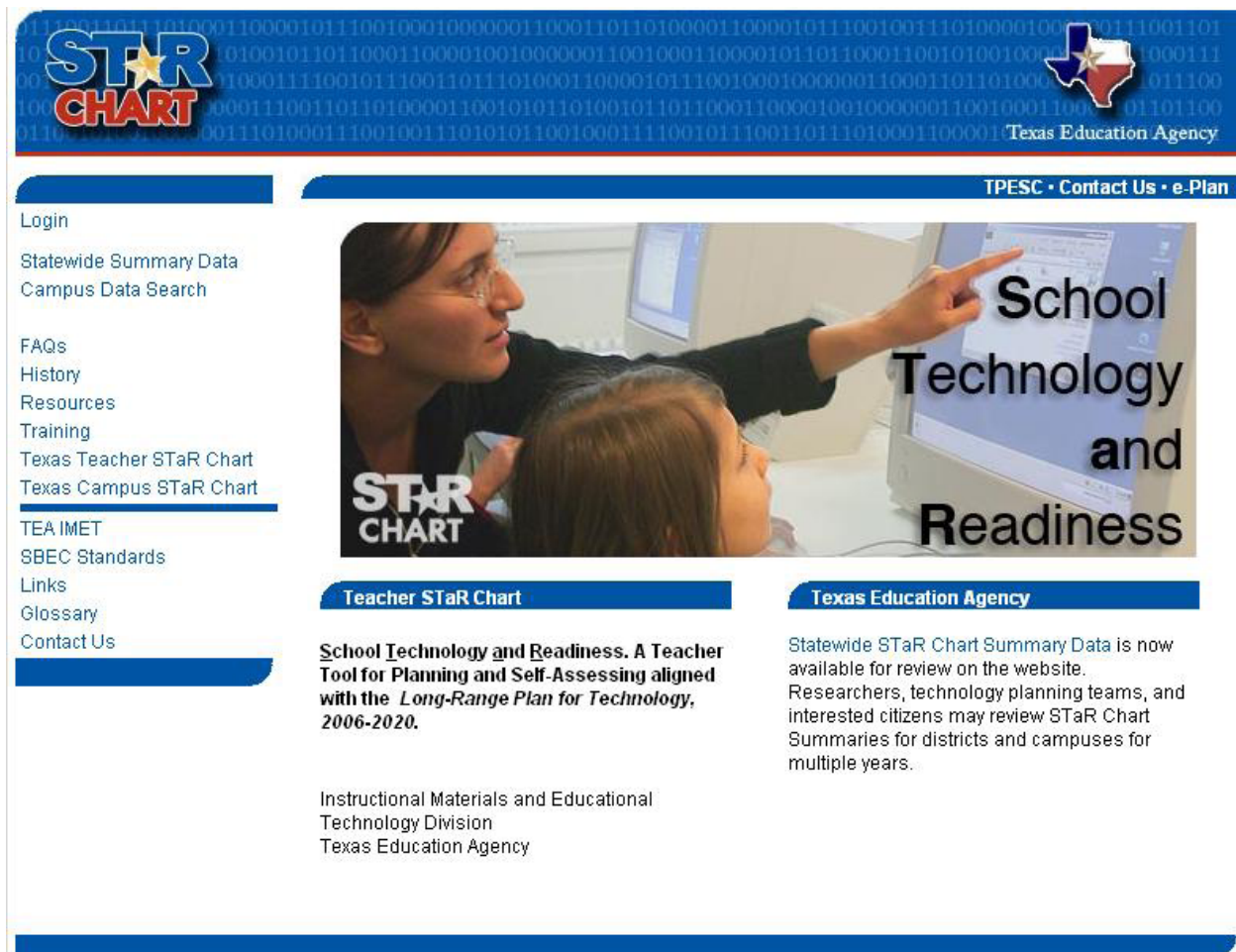
Please contact the Office of Instructional Technology Services or Miguel Guhlin via email at [mguhlin@saisd.net](mailto:mguhlin@saisd.net) or at 527-1400, if you have any questions.

There are additional files posted on the ITLS STaR Chart website,  
<http://saisd.pbworks.com/STaR-Chart>.

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## Accessing the STaR Chart Homepage

Remember, any part of the STaR Chart responsibilities, at any level can be accessed at any time from any computer that is connected to the Internet. The link is <http://starchart.esc12.net/>. Familiarize yourself with this page. Note the Login link in the top left section of the page. Help is also available, Resources, Training, and Glossary.



The screenshot shows the STaR Chart homepage. The header features the STaR Chart logo and the Texas Education Agency logo. The left sidebar contains a list of links: Login, Statewide Summary Data, Campus Data Search, FAQs, History, Resources, Training, Texas Teacher STaR Chart, Texas Campus STaR Chart, TEA IMET, SBEC Standards, Links, Glossary, and Contact Us. Red arrows point to the Login, Training, and Contact Us links. The main content area features a large image of a teacher and a student looking at a computer screen, with the text "School Technology and Readiness" overlaid. Below the image, there are two columns of text. The left column is titled "Teacher STaR Chart" and contains the text: "School Technology and Readiness. A Teacher Tool for Planning and Self-Assessing aligned with the Long-Range Plan for Technology, 2006-2020." The right column is titled "Texas Education Agency" and contains the text: "Statewide STaR Chart Summary Data is now available for review on the website. Researchers, technology planning teams, and interested citizens may review STaR Chart Summaries for districts and campuses for multiple years." The footer contains the text: "Instructional Materials and Educational Technology Division, Texas Education Agency".

**STaR CHART** Texas Education Agency

TPESC • Contact Us • e-Plan

Login  
Statewide Summary Data  
Campus Data Search

FAQs  
History  
Resources  
Training  
Texas Teacher STaR Chart  
Texas Campus STaR Chart  
TEA IMET  
SBEC Standards  
Links  
Glossary  
Contact Us

**School Technology and Readiness**

**Teacher STaR Chart**

**School Technology and Readiness. A Teacher Tool for Planning and Self-Assessing aligned with the Long-Range Plan for Technology, 2006-2020.**

Instructional Materials and Educational Technology Division  
Texas Education Agency

**Texas Education Agency**

Statewide STaR Chart Summary Data is now available for review on the website. Researchers, technology planning teams, and interested citizens may review STaR Chart Summaries for districts and campuses for multiple years.

## My Username and Password:

Record your personal information here and file this document for future use.

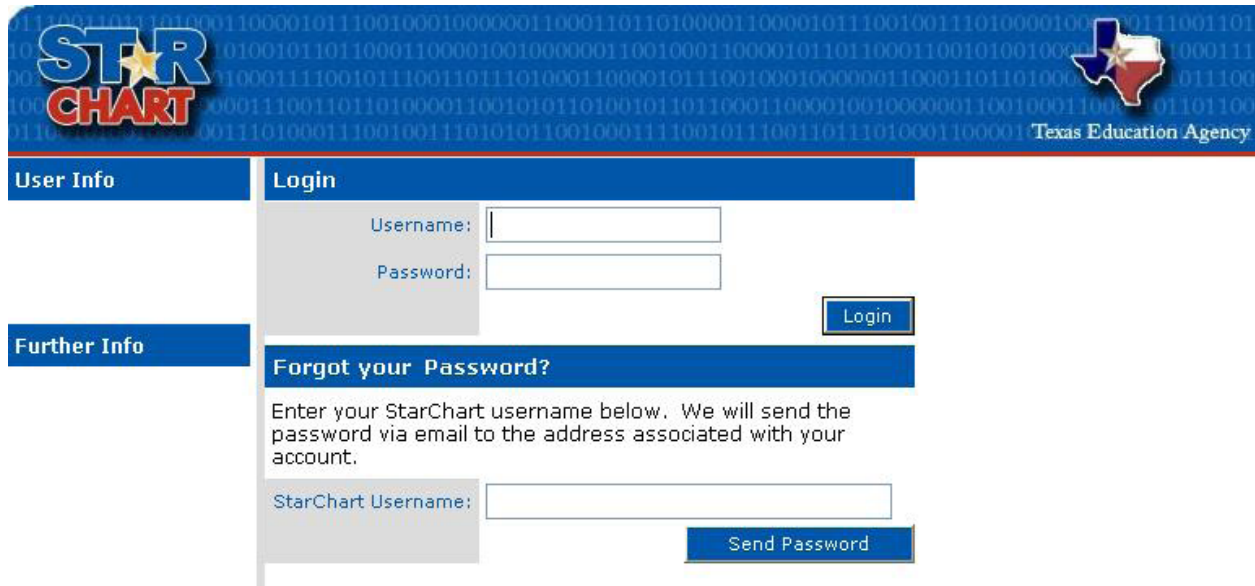
Username: \_\_\_\_\_

Password: \_\_\_\_\_

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### To Login as a Teacher or Librarian

1. Click on the Login link on the home page of the STaR Chart website  
<http://starchart.esc12.net/>



The screenshot shows the STaR Chart login interface. At the top is a blue banner with the 'STAR CHART' logo on the left and the Texas Education Agency logo on the right. Below the banner, the page is divided into two main columns. The left column has two blue headers: 'User Info' and 'Further Info'. The right column contains the login forms. Under 'User Info', there is a 'Login' section with input fields for 'Username:' and 'Password:', and a blue 'Login' button. Under 'Further Info', there is a 'Forgot your Password?' section with a text area explaining the process and an input field for 'StarChart Username:', followed by a blue 'Send Password' button.

2. Enter the proper Username, if forgotten obtain from the Campus Principal. Typically it is First Name dot (.) Last Name, Example: **JOHN.SMITH**. However there are many John Smiths so the host server will assign additional numeric data to the Username. Every teacher in Texas has a unique ID. Examples might be, JOHN.SMITH, JOHN.SMITH01, JOHN.SMITH279
3. If you were on the same campus last year, enter your password and you are ready to complete the assessment. If you cannot obtain your password skip to the "Obtaining a Forgotten Password" section of this document.

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### First time users must complete a profile prior to accessing the site

4. If this is the first time you have accessed the host server with this Username, enter the generic password "**password**". You will immediately be asked to complete a profile.
  - a. Enter your SAISD Outlook email address, [jdoe@saisd.net](mailto:jdoe@saisd.net).
  - b. Enter a password that can easily be remembered from year to year

- c. Enter your grade level and subject area
- d. Proof-read and click the **SUBMIT** button
- e. Access to the site will not be immediately provided. The teacher will immediately receive an email from [StarChart@esc12.net](mailto:StarChart@esc12.net), sent to the address entered in the profile. It may be in your Junk mail, so don't forget to check this area.
- f. Once opening the email click on the link provided to access the Login page, enter your Username and password to access your assessment materials. This is a security precaution and you will not need to do this again.

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### Obtaining a Forgotten Password

If a password is forgotten by a user at any level, it can be obtained by email.

1. On the Login page, in the section below the password, is the **Forgot your Password?** Section.
2. As the instructions state, "enter your STaR Chart Username" in the space provided. Principals, 015907..., teachers and librarians, JOHN.SMITH
3. Click on the "Send Password" button.
4. Within minutes the password will be emailed to the email address in the user profile.
  - a. Since the email may be coming from a "strange" domain, look in your "Junk Mail"
  - b. The email will come from [StarChart@esc12.net](mailto:StarChart@esc12.net) and will contain your password

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### Completing the Assessment

In the assessment you will be giving what you believe to be the proper level or rating for each question. There are NO right answers or wrong answers. There are NO individual grades. After you submit the assessment your "ratings" are used to formulate a profile or average for the campus. NO ONE will know how you answered the questions. No one can find out unless you give them your Username and password.

The assessment is divided into four sections with 6 questions in each section. The four sections are:

- Teaching and Learning – which focus on how you use technology in the classroom to support your curriculum

- Educator Preparation and Development – which focuses on how you prepare to use technology in the classroom and your level of expertise
- Leadership, Administration, and Instructional Support – which focuses on the campus vision of technology, how you are supported, and how technology and training is provided at the campus level
- Infrastructure and Technology – which focuses on how district provides connectivity, and basic services to you, your students, and your classroom

Each of the questions is answered in one of four “terms” or a rating of 1 through 4:

- Early Tech (Level 1) – early stages, just beginning
  - Developing Tech (Level 2) – better, but still in the developing stages
  - Advanced Tech (Level 3) – got it down pretty well, don’t need much help and can offer basic help to others
  - Target Tech (Level 4) – able to help others, conduct classes, help pull others to this level
- 

### **How do I know when I am finished?**

After you have answered all questions, you will be returned to the first page. The Begin button you saw earlier now is an Update button. After you answered the last question you are complete. There is nothing more to do but logout.

# San Antonio Independent School District

1702 N. Alamo Street • San Antonio, Texas 78215-1201

Telephone (210) 244-2900 • Fax (210) 354-3158

*Technology & Management Information Systems*

TO: Campus Principals and Curriculum & Instruction Senior Coordinators

FROM: Marcos Mateo Zorola, Chief Information Officer

**ACTION  
REQUIRED**

SUBJECT: **SAISD's CyberSafety and Student Email Initiative**

DATE: September 13, 2010

As a result of a federal mandate, school districts have to certify their staff and students have learned about CyberSafety and Digital Citizenship. Part of the San Antonio ISD District Technology Plan calls for technology-based professional learning opportunities for administrators, teachers, librarians, and district levels. One of those professional learning opportunities--mandated by the federal government in its requirements for public school districts to receive eRate funding--is to learn more about CyberSafety, Digital Citizenship, and Appropriate Email Use.

Cybersafety, digital citizenship, and appropriate email use are important performance indicators in the state mandated technology applications TEKS (TA:TEKS), No Child Left Behind (NCLB) and the International Society for Technology in Education (ISTE) National Education Technology Standards for Students, Teachers, and Administrators. To meet the eRate requirements necessary, the Office of Instructional Technology & Learning Services (ITLS) has updated the District's CyberSafety web site which incorporates rich lessons, video tutorials for both teachers and students.

The mission of the CyberSafety initiative in SAISD is to promote cyber-awareness and education for all San Antonio ISD students. In keeping with this mission, the District has created an electronic communications system in order to enhance the learning process for every student. The filtered email accounts created for every student will not be usable until a campus teacher activates their account for educational purposes only. Once student email accounts have been activated, students will be able to access their emails by logging into: <http://stumail.saisd.net/>. Their username and password will be provided to them by the classroom teacher. Following our District Acceptable Use Policy, every classroom teacher is expected to share with students the appropriate use guidelines for email use located on the District CyberSafety website.

To achieve our District goals this school year, as mandated by eRate funding requirements, the following schedule—revised *September 10, 2010*--has been put in place:

## TIMELINE

Timeline	Component	Description
<b>August 23 – September 14</b>	<i>Students are given their Active Directory accounts</i>	<ul style="list-style-type: none"><li>Teachers log into the Student Account Manager (SAM) at <a href="http://csfms.saisd.net/">http://csfms.saisd.net/</a> using their MS Outlook account information</li><li>Teachers will provide students their Active Directory username (auto-generated based on their name) and</li></ul>

		password (student ID#). <ul style="list-style-type: none"> <li>Students use this unique login on all District computers and systems.</li> </ul>
<b>August 23 – November 19</b>	<i>Digital Citizenship Website</i>	<ul style="list-style-type: none"> <li>All educators will visit the District’s website and be familiar with the District’s Acceptable Use Policy and email guidelines.</li> </ul> <p>Web Site address is <a href="http://itls.saisd.net">http://itls.saisd.net</a> and then click on <a href="#">Digital Citizenship</a></p>
<b>August 23 - December 17</b>	<i>Creating Responsible Digital Citizens</i>	<ul style="list-style-type: none"> <li>All <b>San Antonio ISD students</b> will have a four-month window to be provided two lessons on digital citizenship and email with the use of CyberSmart curriculum</li> <li>After <b>San Antonio ISD students</b> are certified in Digital Citizenship, elementary and middle school teachers should activate students email accounts by logging into the Student Account Manager (SAM) at <a href="http://csfms.saisd.net/">http://csfms.saisd.net/</a>.</li> <li>Students certified in Digital Citizenship will be able to access their student email at <a href="http://stumail.saisd.net/">http://stumail.saisd.net/</a></li> </ul>
	<i>ePath Digital Citizenship Course</i>	<ul style="list-style-type: none"> <li>All <b>educators</b>, including district, as well as campus, teachers, and administrators, in San Antonio ISD will have a four-month window to view a series of lessons on digital citizenship and email to be followed by a thirteen question assessment. The 100% online, self-paced course is <i>now available</i> online. The online course and assessment take an average of 20 minutes to complete.</li> </ul>
	<i>Digital Citizenship Campus Certification</i>	<ul style="list-style-type: none"> <li>All <b>principals</b> in San Antonio ISD will be responsible for submitting a Digital Citizenship Certification form indicating the completion of two digital citizenship lessons.</li> </ul>

### WHO IS THE TARGET AUDIENCE?

Please discuss this information and the options available with your campus and/or district professional staff under your supervision. At the campus level, this includes any and/or all of the following staff: Principal, Assistant Principals, Vice Principals, Campus Instructional Coordinators, Classroom Teachers (including Physical Education, Special Education), Counselors, Teacher-Librarians/Media Specialists.

At the District level, this includes Curriculum & Instruction Senior Coordinators and their teacher specialist teams, as well as Instructional Technology & Learning Services (ITLS) professional staff.

### IS THE EPATH CYBERSAFETY COURSE NOW AVAILABLE?

Yes, the ePath CyberSafety Course is now available and can be completed at any time, from home and/or work. For campus-based staff, here are some suggestions to smooth completion of the 20-minute online course; you are urged to put the following suggestions into practice:

- Avoid waiting until the deadline to have staff complete the ePath CyberSafety Course with included assessment. As principal, you are able to review your campus staff's professional learning transcript in ePath.

- The administration window for the needs assessment is December 17, 2010 through May 13th, 2010. The needs assessment is available online via ePath.
- Administer the assessment during Faculty Meeting time. It is a 20 minute assessment that should be completed by each professional instructional staff member individually.
- Since this needs assessment only takes 20 minutes to complete, and requires a computer per teacher, consider using computer stations in your computer lab(s) and library. The needs assessment can also be taken from any computer—on or off campus—with high-speed Internet access.
- Encourage those uncomfortable with using technology to pair up with staff who are more comfortable. While each will take the assessment individually, they can also lend a helping hand.
- If a teacher fails to successfully complete the assessment, they may retake the course.
- It is important to note that this needs assessment may not be used for PDAS appraisal purposes.
- Rely on campus technology representatives to facilitate all professional instructional staff to take the online assessment.

Should you have any questions, please contact Miguel Guhlin in the Office of Instructional Technology Services at 527-1400.



# Should I...



## GET A WIKI?

<http://bit.ly/getawiki>

A Wiki is a great way for teachers to ...

- Share final publication of student work
- Share information about the class with community
- Share information about a club, program, and/or organization with parents, students, and community
- Host links to their Moodle classroom where the teacher can have parents login
- Share embedded videos, podcasts, websites, and other resources

### Wiki's let us Share...

- Links to student research papers created in Mrs. Sims' class
- Display teacher conference hours, contact information, and course syllabus for parents
- Share upcoming homework assignments and resources with parents and students
- Share highlights from the recent JROTC Drill competition in San Angelo



## GET A MOODLE?

<http://bit.ly/getamoodle>

A Moodle is a great way for teachers and students to ...

- Create a virtual classroom that facilitates the creation/development of student work with relative privacy for the teacher and students
- Encourage collaborative group work through the use of online journals, discussion forums, learning diaries, and surveys
- Focus more on instructional time by automating assessments (Hot Potato quiz bank questions, uploaded assignments)
- Encourage reading and writing with Online Literature Circles (OLC)

### Moodle's let us Interact...

- An Algebra II course that contains all lecture notes, podcasts of teacher lectures, a 'homework helper' discussion forum, all weekly quizzes and semester exams
- Tutorials and videos that demonstrate class concepts
- Student working together to complete projects



<https://lessonconnection.pbworks.com>

***If your teachers are asking "How do I easily incorporate technology into my classroom?"***

Schedule a: **"Lesson Connection Workshop"** on your campus

45 Minutes in length

***Teachers will link to Lesson Connection: a repository of best Websites/WebQuests/Collaborative projects***

SAISD's Instructional Technology has chosen the best Websites/WebQuests for teaching and learning in the classroom based on AASL Standards. Lesson Connection Websites, employ tools, and resources of exceptional value to teaching and learning as embodied in the Partnership for 21<sup>st</sup> Century Skills. *Tom March says, "A WebQuest is a scaffolded learning structure that uses links to essential resources and an authentic task to motivate students' investigation of a central, open-ended question."*

Contact: Sue Harris at [shodgehsarris1@saisd.net](mailto:shodgehsarris1@saisd.net) to schedule your Lesson Connection Workshop



# Customer Service Feedback

For Instructional Technology Services

## About who helped you:

_____	_____	_____
Name of ITLS Staff	Date	Time

Please take a moment to complete the survey below regarding the service you received from our department. Please return the survey by folding the page in half, taping it shut and dropping it in the pony. The survey is pre-addressed to return to our department.



### Call/Email

Were we...

☐ Timely

☐ Courteous

☐ Professional



### Professional Learning

Were Instructional Technology Services staff...

☐ Professional?

☐ Considerate of your needs?

☐ Courteous?

☐ Open to your feedback?

☐ Sharing extra resources  
relevant to your needs?

Yes

No

☐☐

### Your Satisfaction Counts!

I was very satisfied with Instructional Technology's Service!

Comments?


Transforming Teaching, Learning, and Leadership through the Strategic Application of Technology

Instructional Technology and Learning Services 406 Barrera Street (210) 527-1400 <http://itls.saisd.net>